

SPS Workday Terminology Crosswalk

The **SPS Workday Terminology Crosswalk** is a tool intended to translate current State MS310 personnel transaction terminology to its equivalent SPS Workday terminology.

Category	Current State Term / Field	Workday Term / Field Equivalent
Accounting Information	State of Maryland Appropriation/Budgetary Codes - Agency Budget Code (6 digits) - Program (3 digits) - Sub-Program (3 digits) - Pseudo Code (3 digits)	<i>Cost Centers</i> Cost Centers are used for position budget reporting. They are a fifteen-digit number that combine the agency code, program, sub-program, and pseudo code used in the State of Maryland Appropriation/Budgetary Codes. Cost Center = Agency Code (6 digits) + Program (3 digits) + Sub-Program (3 digits) + Pseudo Code (3 digits) NOTE: Where no sub-program or pseudo code is required, dashes are used to replace the associated digits.
	Example 1: Dept. of Human Resources - Child Welfare Services Agency Budget Code = 330700 Program = 3 Sub-Program = 324 Pseudo Code = blank	Example 1: Dept. of Human Resources - Child Welfare Services <i>Cost Center = 33070003324---</i>
	Example 2: Dept. of Labor, Licensing, and Regulation - Div. of Administration, Office of General Services Agency Budget Code = 340201 Program = 004 Sub-Program = 010 Pseudo Code = 004	Example 2: Dept. of Labor, Licensing, and Regulation - Div. of Administration, Office of General Services <i>Cost Center = 34020100401004</i>
Class / Compensation	Job Classification	<i>Job Profile Name</i>
Class / Compensation	Job Classification Code	<i>Job Code</i>
Class / Compensation	Salary Schedule (Scale)	<i>Compensation Grade</i>
Class / Compensation	Salary Grade	<i>Compensation Grade Profile</i>
Class / Compensation	Salary Step	<i>Compensation Grade Profile Step</i>
Class / Compensation	Job Family	<i>Job Classifications</i>
Class / Compensation	Class Title/Class Specification	<i>Job Profile</i>
Class / Compensation	Bargaining Unit	<i>Job Family Group (a part of Job Profile)</i>
Class / Compensation	Service Category. Service categories include: - Executive Service - Management Service - Professional Service - Skilled Service	<i>Job Category.</i> Job categories include: - Executive Service - Management Service - Professional Service - Skilled Service

Category	Current State Term / Field	Workday Term / Field Equivalent
Jobs and Positions	Employee. Employee types include: - State/Regular Employees - Contractual Employees - Temporary Workers	<i>Employee.</i> Employees are categorized by worker types including: - State/Regular Employees - Contractual Employees - Hourly (<i>seasonals included</i>) - Contractual Employees - Contract (<i>SPMS Contractuals Included</i>) - Temporary Workers - SPMS Faculty (<i>e.g., MD School for the Deaf, MSDE and other faculty</i>) - Interns (<i>Paid</i>) - University Faculty (<i>SPS Phase II</i>)
Jobs and Positions	Contractor	<i>Contingent Worker</i> Workers that are not paid by the State through Central Payroll. Contingent workers are categorized by worker types including: - Vendors - Volunteers - Interns (<i>Unpaid</i>) - Local Government or other Non-State Employees
Jobs and Positions	Working Title	<i>Business Title</i>
Jobs and Positions	Percent Authorized	<i>Default Weekly Hours</i>
Jobs and Positions	Percent Employed	<i>Full-Time Equivalent (FTE)</i>
Jobs and Positions	Position	<i>Position</i>
Jobs and Positions	Position Control	<i>Position Management</i>
Jobs and Positions	Position correction, e.g., reclassification request	<i>Edit Position</i>
Jobs and Positions	Transfer, Promotion, or Demotion	<i>Change Job</i>
Jobs and Positions	Separation, Retirement, or Resignation	<i>Termination</i>
Jobs and Positions	Appointment (new hire) or reinstatement of an individual to the State	<i>Hire</i>
Jobs and Positions	Abolish Position (Position is not to be used again)	<i>Close Position</i>
Jobs and Positions	Position Identification Number (PIN)	<i>Position Number</i>
Jobs and Positions	Performance Evaluation Planning (PEP) Rating	<i>PEP Rating Scale</i>
Jobs and Positions	Full-time or Part-time	<i>Time Type</i>
Jobs and Positions	Salary Type including: - Salary - Hourly - Daily	<i>Pay Rate Type</i>
Jobs and Positions	Original or Adjusted Entry On Duty (EOD) Date (MS-310 Field 28)	<i>Hire Date</i> The date an employee was first employed by the State; Can be the same as the Appointment Date. <i>Original Hire Date (or the date of last hire event if beyond 3 years)</i> <i>Continuous Service Date</i> <i>Time Off Date</i> (auto populated; same as Continuous Service Date)
Jobs and Positions	Increment Date (i.e., 1/1/Year or 7/1/Year) determined by the period in which an individual was hired (January - June or July - December, respectively). NOTE: The increment date is entered in MS-310 Fields 26 and 27	<i>Company Date</i> The Company Date is derived (manually) by review of Hire Date, Original Hire Date, and Continuous Service Date in Workday.
Organizational Structure	Organizational Structure or subordinate relationships within a hierarchy, e.g., (Agency Org Charts)	<i>Supervisory Organization Hierarchy</i>
Staffing	Onboarding	<i>Onboarding</i>